

DII.3200.NT40.AG-1

**Defense Information Infrastructure (DII)
Common Operating Environment (COE)**

Version 3.2.0.0

**System Administrator's Guide
(Windows NT 4.0)**

June 13, 1997

Prepared for:

Defense Information Systems Agency

Prepared by:

**Inter-National Research Institute (INRI)
12200 Sunrise Valley Drive, Suite 300
Reston, Virginia 20191**

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Preface

The following conventions have been used in this document:

[HELVETICA FONT]	Used to indicate keys to be pressed. For example, press [RETURN].
Courier Font	Used to indicate entries to be typed at the keyboard, operating system commands, titles of windows and dialog boxes, file and directory names, and screen text. For example, choose the Restart option.
<i>Italics</i>	Used for emphasis.

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1. Introduction

This document provides information and guidance needed for proper system administration of the Defense Information Infrastructure (DII) Common Operating Environment (COE) Version 3.2.0.0 for the Windows NT Version 4.0 Operating System. This document describes the setup and maintenance of the DII COE for the Windows NT environment and specifically addresses the core components of the DII COE application.

This document is divided into the following sections:

Section	Page
Introduction Provides a high-level overview of the DII COE software environment and provides a list of additional sources of information.	3
System Environment Lists hardware, operating system, and DII COE Kernel components.	5
Operating Guidelines Explains startup and shutdown of the software and the hardware.	7
System Installation Overview Provides instructions for installing the Windows NT 4.0 Operating System, the DII COE Kernel, the Developer's Toolkit, and segments.	9
System Administration Utilities Describes DII COE maintenance and management functions available to a system administrator.	11

1.1 The DII COE Kernel

The commercial software of the Windows NT Operating System forms the foundation of the DII COE Kernel for Windows NT.

1.2 Referenced Documents

The following documents are referenced in this guide:

- C DII COE I&RTS:Rev 3.0, *Defense Information Infrastructure (DII) Common Operating Environment (COE) Integration and Runtime Specification Version 3.0*, January 1997
- C DII.3200.NT40.Kernel.IG-1, *Defense Information Infrastructure (DII) Common Operating Environment (COE) Version 3.2.0.0 Kernel Installation Guide (Windows NT 4.0)*, June 13, 1997
- C DII.3200.NT40.PG-1, *Defense Information Infrastructure (DII) Common Operating Environment (COE) Version 3.2.0.0 Developer's Toolkit Installation Guide (Windows NT 4.0)*, June 13, 1997
- C *Microsoft Windows NT Workstation System Guide*, Microsoft Corporation, 1994.

2. System Environment

This section describes DII COE hardware components, Windows NT 4.0 Operating System components, and DII COE Kernel components for the Windows NT 4.0 Operating System.

2.1 Hardware Components

The following hardware components are required. The software may reside on a single hard disk or across multiple hard disks.

- Ⓒ **Personal computer.** An 80486 personal computer or higher.
- Ⓒ **Memory.** At least 16 megabytes (MB) of random access memory (RAM) (12 MB minimum is required for Windows NT).
- Ⓒ **Source devices.** A CD-ROM drive to load the operating system; a 3.5-inch high density floppy drive to load the software.
- Ⓒ **Disk space for the operating system, runtime and temporary files, swap space, and tools.** Recommend 200 MB free hard disk space distributed approximately as follows:
 - Windows NT 4.0 Operating System—125 MB
 - DII COE runtime files—1.5 MB
 - Swap space and temporary files—40 MB (recommended)
 - DII COE Tools—2.5 MB (developers only).
- Ⓒ **Disk space for segments and data.** Recommend 500 MB free hard disk space for segments and data.

2.2 Operating System Component

The following Windows NT Operating System component is required:

- Ⓒ Windows NT 4.0 Operating System CD-ROM.

2.3 DII COE Kernel Components

The DII COE Kernel (Windows NT 4.0) media is required. The DII COE Kernel is a suite of applications layered on top of the Windows NT 4.0 Operating System. The DII COE Kernel media contains software relating to the following areas:

- Ⓒ Operating System
- Ⓒ System Administration software.

3. Operating Guidelines

This section provides operating guidelines for powering up and powering down the system.

3.1 Power Down

Follow the steps below to power down the computer.

- STEP 1: **Log out.** Log out if you are currently logged in to the system. To do this, press [CTRL+ALT+DEL], which opens the Windows NT Security window. Click on the Logoff... button to open the Logoff Windows NT window. Click on the OK button.
- STEP 2: **Open the Logon Information dialog box.** Press [CTRL+ALT+DEL] to open the Logon Information dialog box when log out is complete.
- STEP 3: **Select the shutdown option.** Select the Shutdown option from the Logon Information dialog box. The Shutdown Computer dialog box appears.
- STEP 4: **Shutdown the machine.** Select the Shutdown option from the Shutdown Computer dialog box. The computer saves the data and shuts down. The Shutdown Computer dialog box appears with an option to restart the computer.
- STEP 5: **Turn off the computer.** Power-off the computer, or select the Restart Computer option to reboot the computer.

3.2 Power Up

Follow the steps below to power up the computer.

- STEP 1: **Turn on the peripherals.** Turn on the peripherals, including the monitor.
- STEP 2: **Turn on the computer.**
- STEP 3: **Press [CTRL+ALT+DEL].** Press [CTRL+ALT+DEL] when the Begin Logon dialog box appears.
- STEP 4: **Log in.** Type your user name and password in the Logon Information dialog box, and then press [RETURN] or click on the OK button.

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4. System Installation Overview

A workstation may be prepared for use by sequentially installing the following components:

- ℄ Windows NT Operating System
- ℄ DII COE Windows NT Kernel
- ℄ DII COE Windows NT developer's toolkit (optional)
- ℄ Application segments (as desired).

4.1 Installing the Windows NT Operating System

Refer to the *DII COE Kernel Installation Guide (Windows NT 4.0)* for general information about installing the Windows NT Operating System. For more in-depth information, refer to a Microsoft Windows NT user's manual.

4.2 Installing the DII COE Windows NT Kernel

Refer to the *DII COE Kernel Installation Guide (Windows NT 4.0)* for information about installing the DII COE Windows NT Kernel.

4.3 Installing the DII COE Windows NT Developer's Toolkit

Refer to the *DII COE Developer's Toolkit Installation Guide (Windows NT 4.0)* for information about installing the DII COE Windows NT developer's toolkit.

4.4 Installing Segments

Refer to Section 5.3, *Segment Installation Capability*, for information about using the COEInstaller tool to install segments.

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5. System Administration Utilities

Many system administration functions are built in to the Windows NT Operating System. This section describes how to access some of these system administration functions. It is beyond the scope of this document to describe all of the Windows NT system administration functions; instead, this section provides a brief description of relevant utilities. For more in-depth information, refer to a Microsoft Windows NT user's manual.

Windows NT system administration functions include the following capabilities. These capabilities are described in the following sections.

System Administration Capabilities	Page
Printing Capabilities Describes how to connect to, add, and remove printers; modify printer parameters; and cancel the printing of documents.	11
Hardware Capabilities Describes how to shut down or restart the system; copy or move files; delete files; format floppy diskettes; display hard disk availability; connect to network drives; and share file directories to the network.	17
Segment Installation Capability Describes how to install properly formatted DII COE segments.	25
Network Capabilities Describes how to change the computer name, change the system date and time, and edit host information.	35
Account Management Capabilities Describes how to create, rename, or delete users; change passwords, password properties, user names, group memberships, and dial-in settings; change account policies; grant user rights to system functions; and control the logging of system events.	37

5.1 Printing Capabilities

Windows NT printing capabilities include connecting to a printer, creating a printer, removing a printer, modifying printer parameters, and canceling a document print job. To access printing capabilities, click on the **Start** button on the taskbar, which is located on the bottom of your screen. If the taskbar is hidden, use your mouse to point to the bottom of your screen to display the taskbar. After clicking on the **Start** button, point to **Settings**, and then click on **Printers**. The **Printers** window appears. Currently installed printers appear as icons inside the **Printers** window. The **Add Printer** icon also appears inside the **Printers** window. These capabilities are described in the following subsections.

5.1.1 Connecting to a Network Printer

To connect to any printer on the network that has been configured as a shared network printer, double-click on the Add Printer icon in the Printers window. The Add Printer Wizard “Printer Connection” window appears (Figure 1). To connect a shared network printer, click on the Network printer server toggle and click on the Next button. The Connect to Printer window appears (Figure 2). From this window, click on the appropriate printer to select it. The printer name then appears in the Printer field. Click on the OK button. The following prompt appears in the Add Printer Wizard window:

Do you want your Windows-based programs to use this printer as the default printer?

Click on the Yes or No toggle, then click on the Next button. The following message appears in the Add Printer Wizard window:

The network printer has been successfully installed.

Click on the Finish button. An icon for the newly-selected printer now appears in the Printers window.

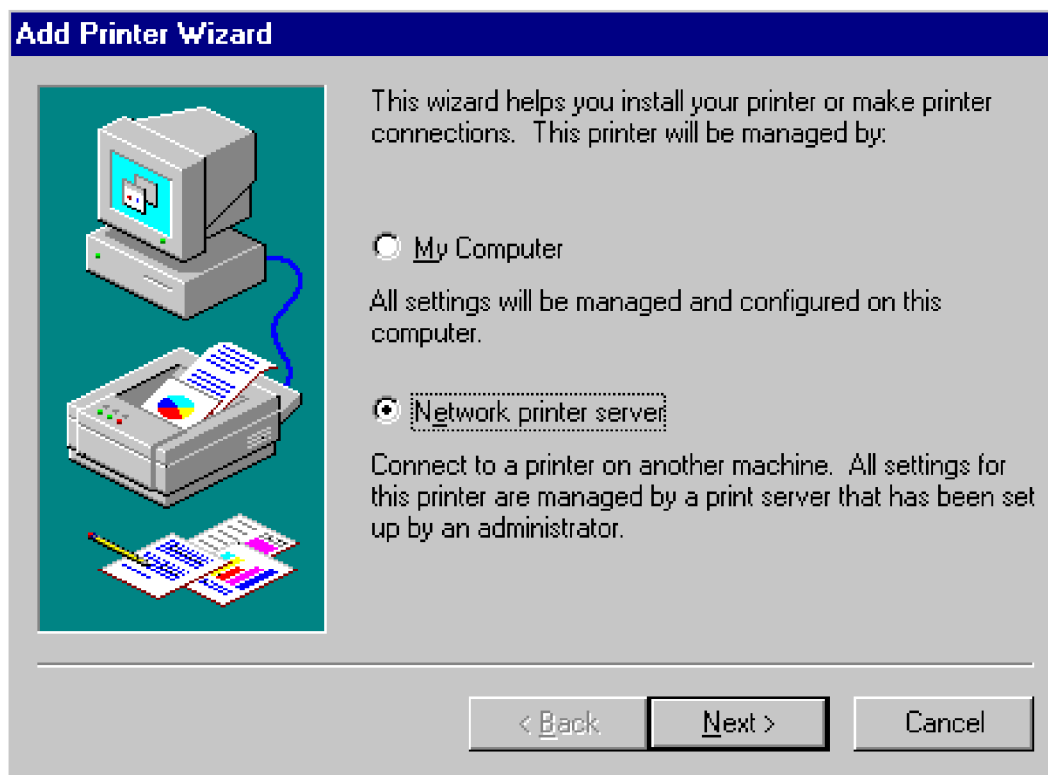


Figure 1. Add Printer Wizard Printer Connection Window

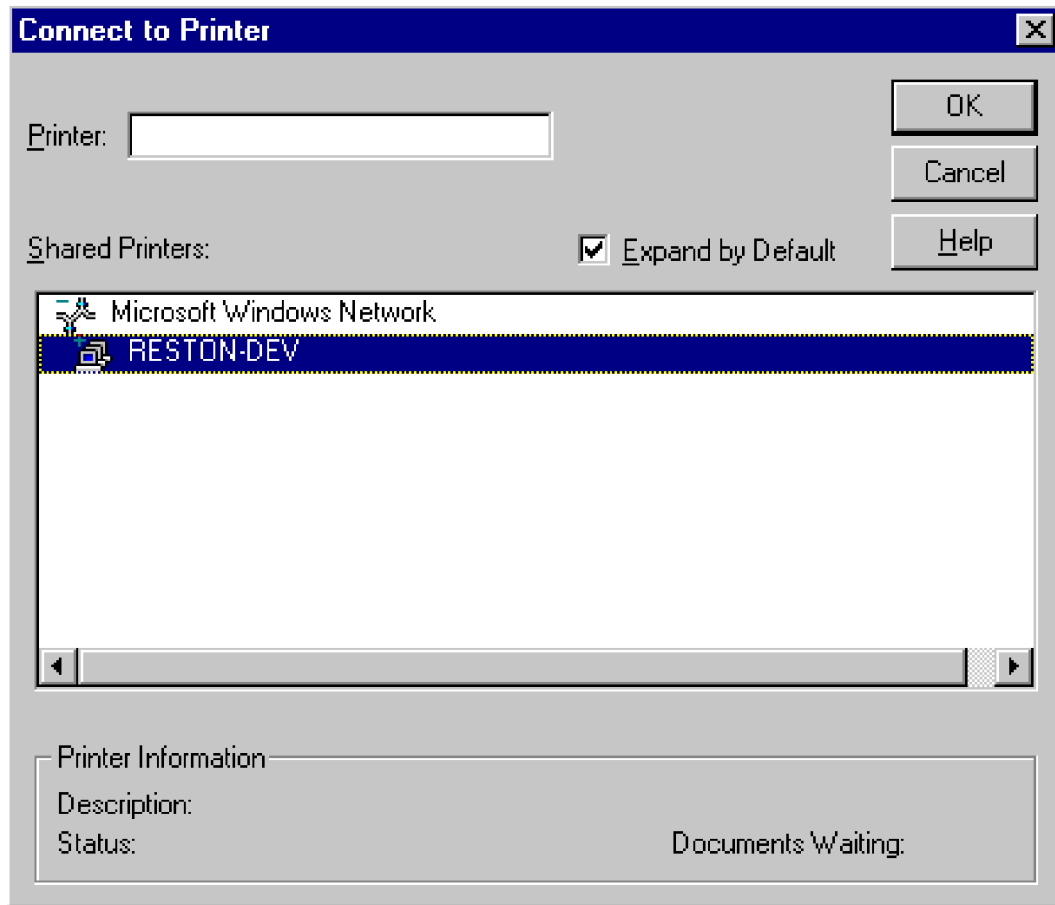


Figure 2. Connect to Printer Window

5.1.2 Installing a Printer on the Local Machine

To add a printer and share it across the network, double-click on the Add Printer icon in the Printers window. The Add Printer Wizard "Printer Connection" window appears (Figure 1). To install a printer on the local machine, select the My Computer option and click on the Next button. The Add Printer Wizard prompts you for information about the printer being installed. First, the Add Printer Wizard asks you to select the ports you want to use (Figure 3). Click on the Next button after selecting one or more ports. Second, the Add Printer Wizard window asks you to select the manufacturer and model of your printer in the Manufacturers panel and Printers panel scroll lists. Click on the Next button after selecting the manufacturer and model. Third, the Add Printer Wizard asks if your windows-based programs should use the selected printer as the default printer. Select Yes or No and click on the Next button. Fourth, the Add Printer Wizard asks if the printer will be shared with other network users. If you choose the Shared toggle, select the operating systems of all computers that will print to this printer. Click on the Next button when you are finished. Finally, the Add Printer Wizard asks if you want to print a test page to confirm that the printer is set up properly. Select the Yes or No toggle and click on the Finish button. When the printer has been successfully created, an icon for the printer appears in the Printers window.

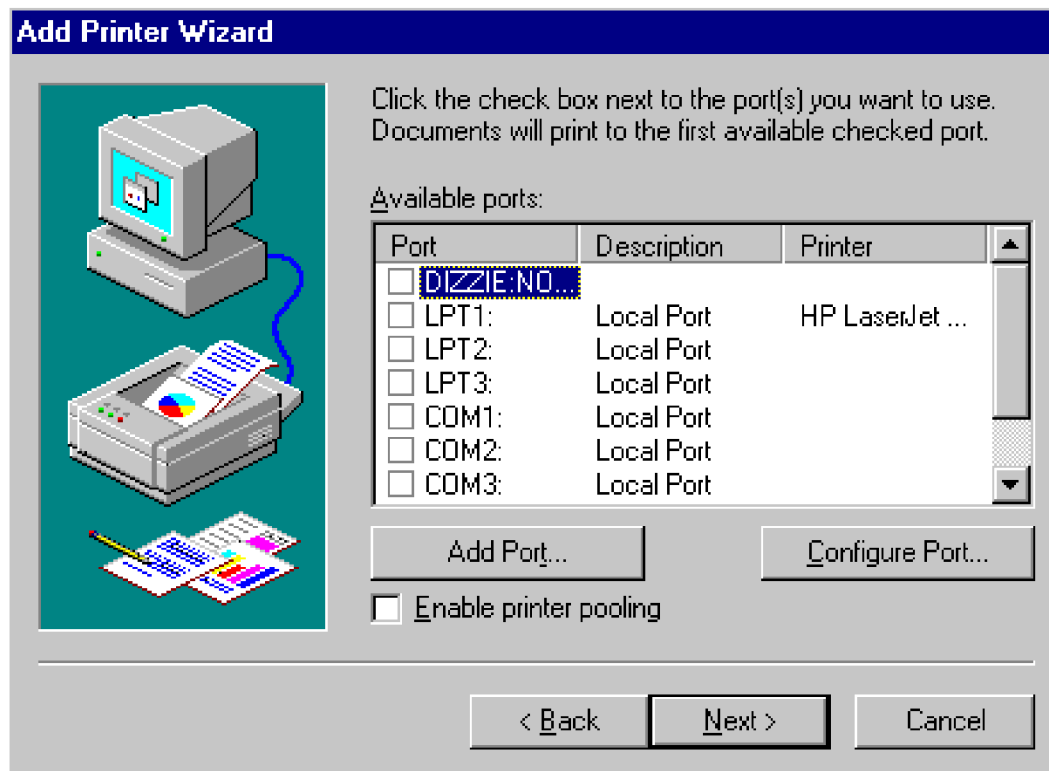


Figure 3. Add Printer Wizard Printer Installation Window

5.1.3 Removing a Connection to a Printer

To remove a connection to a printer, highlight the appropriate printer icon in the `Printers` window to select it. Select `Delete` from the `File` pull-down menu (Figure 4). Click on the `Yes` button when prompted to confirm removal.

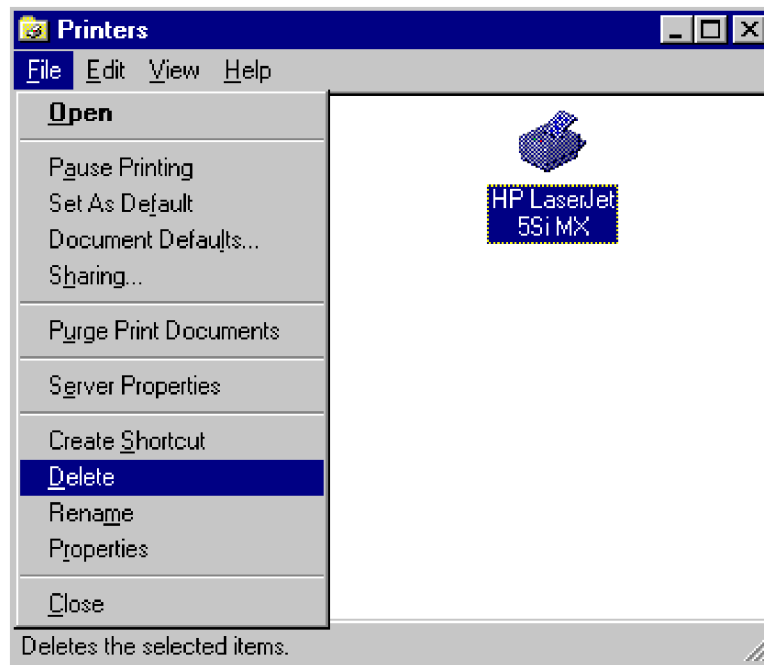


Figure 4. Remove Printer Connection Window

5.1.4 Modifying Printer Parameters

To modify the parameters that were entered when a printer was created, select the printer by clicking on its icon in the `Printers` window. Then select the `Properties` option from the `File` pull-down menu. The “Printer Properties” window appears (Figure 5). Click on any of the appropriate tabs to modify the printer location, the printer driver, the port selection, the port configuration, print scheduling, sharing properties, security settings, the status of print jobs, print capabilities, diagnostics information, and device settings. Click on the `OK` button to save the information and exit the window.

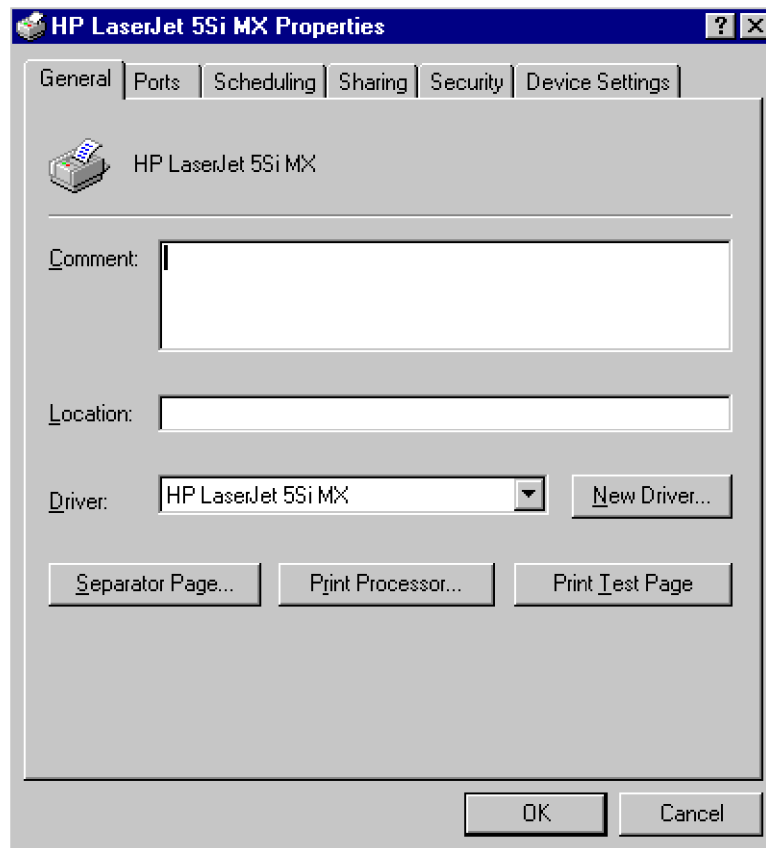


Figure 5. Printer Properties Window

5.1.5 Canceling a Document Print Job

To cancel the printing of a document, select the printer where the document is queued by double-clicking on its icon in the `Printers` window. The [Printer Name] window appears. Click on the print job that you want to remove to highlight it. Select the `Cancel` option from the `Document` pull-down menu (Figure 6).

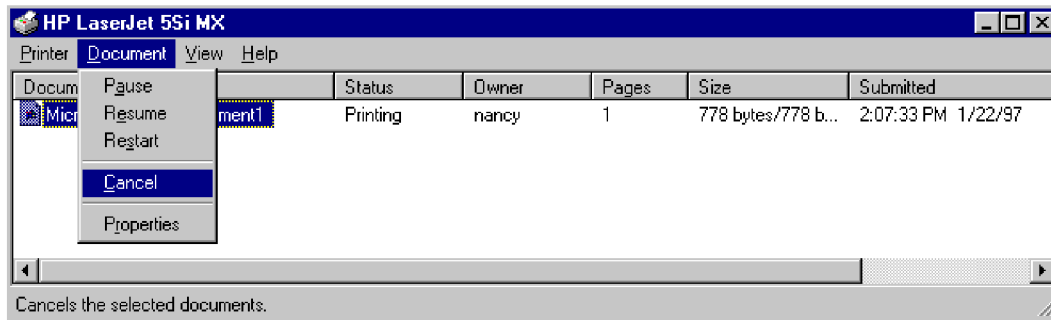


Figure 6. Cancel Print Job Window

5.2 Hardware Capabilities

Windows NT hardware capabilities include shutting down the system, restarting the system, and using the Windows NT Explorer to view and manage files and to make network connections. These capabilities are described in the following subsections.

5.2.1 Shutting Down the Computer

To shut down the computer safely, select the Shut Down option from the Start button on the taskbar. The Shut Down Windows dialog box appears (Figure 7). Click on the Shut down the computer? toggle and click on the Yes button to safely shut down the computer.

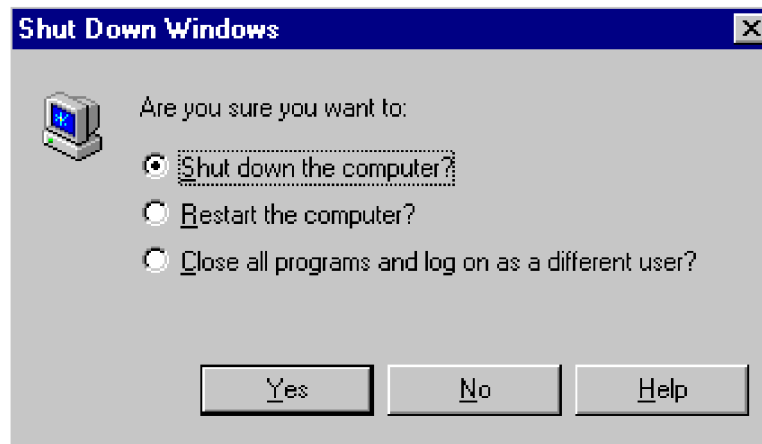


Figure 7. Shut Down Windows Dialog Box

5.2.2 Restarting the Computer

To shut down and restart the computer safely, select the Shut Down option from the Start button on the taskbar. The Shut Down Windows dialog box appears (Figure 7). Click on the Restart the computer? toggle and click on the Yes button to safely shut down and restart the computer.

5.2.3 Using the Windows NT Explorer

The Windows NT Explorer provides a way to view and manage files and folders and to make network connections. The Windows NT Explorer replaces the Program Manager and File Manager, which provided these capabilities in previous versions of Windows NT. To access the Windows NT Explorer, click on the Start button on the taskbar, point to Programs, and then click on the Windows NT Explorer icon. The Exploring window appears.

The Windows NT Explorer utility allows you to perform the following system management functions:

- Ⓒ Copy or move files
- Ⓒ Delete files
- Ⓒ Format floppy diskettes

- C Display hard disk space availability
- C Connect to network drives
- C Share file directories on the network.

5.2.3.1 Copying or Moving Files

Folders and files can be moved or copied from the `Exploring` window using one of two methods: (1) using the pull-down menu or (2) using the drag and drop method. To use the pull-down menu, click on the folder or file that you want to copy in order to select it, and then select the `Copy` option from the `Edit` pull-down menu (Figure 8). Open the destination folder and select `Paste` from the `Edit` pull-down menu (Figure 9).

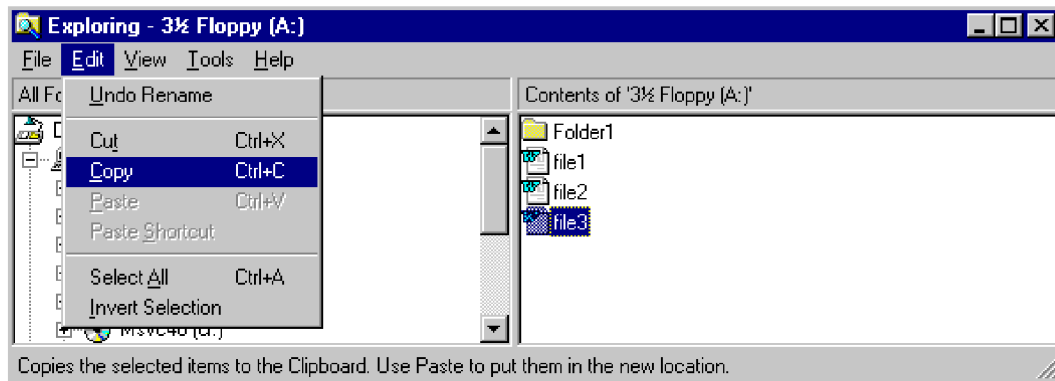


Figure 8. Copy Files Window

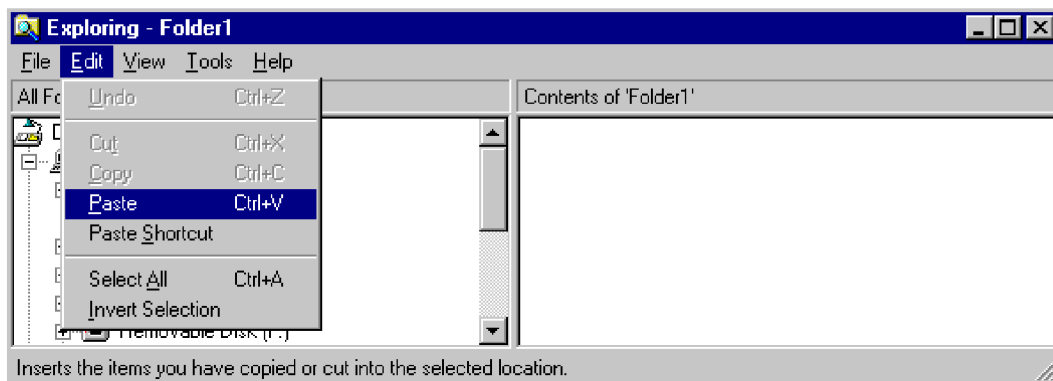


Figure 9. Paste Files Window

To use the drag and drop method to move files or folders on the same disk, position the mouse pointer over the folder or file you want to move, hold down the left mouse button, drag the image over the top of the folder in the destination window where the folder or file should be moved, and release the mouse button. To copy the folder or file instead of moving it, hold down the [CTRL] key while performing the operation.

NOTE: Folders and files are copied by default when they are transferred between disks. To move the folders and files instead of copying them, hold down the [SHIFT] key while performing the operation.

5.2.3.2 Deleting Files

To delete a file or folder, select the file or folder in the `Exploring` window by clicking on it once. Select the `Delete` option from the `File` pull-down menu (Figure 10). The `Confirm [File/Folder] Delete` window appears. Click on the `Yes` button to confirm deletion of the file or folder.

WARNING: Selecting `Delete` for a folder deletes all files and all folders within that folder.

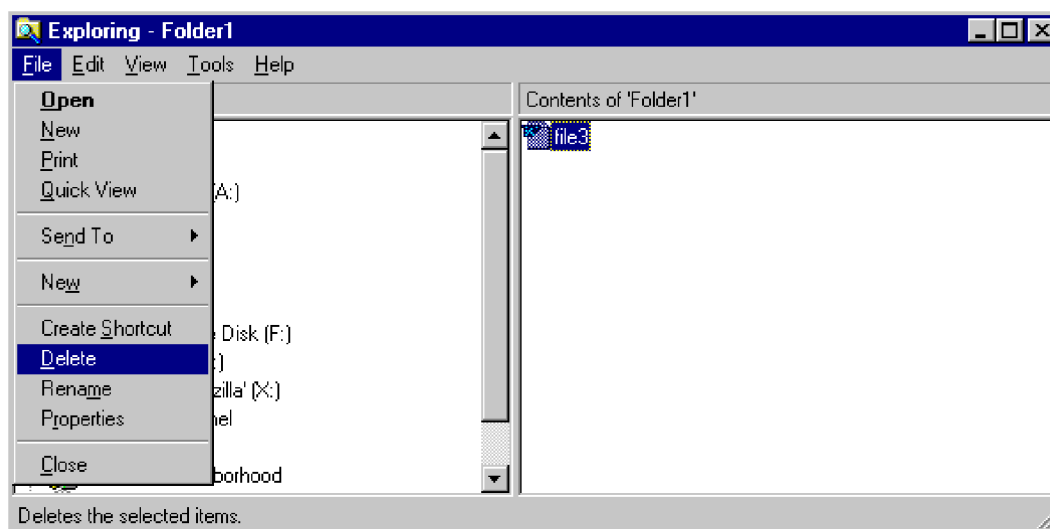


Figure 10. Delete Files Window

5.2.3.3 Formatting Floppy Diskettes

To format a floppy diskette, insert the diskette into drive A or B. Select the correct disk drive to be formatted by clicking on the appropriate drive symbol from the symbols located in the `Exploring` window. Press the right mouse button to display a shortcut menu for the disk to be formatted. Select `Format` from this menu. The “Format Floppy Diskette” window appears (Figure 11). Make sure the correct drive appears in the titlebar of this window. Select the appropriate capacity, file system, allocation unit size, and volume label. Click on the `Start` button to format the floppy diskette.

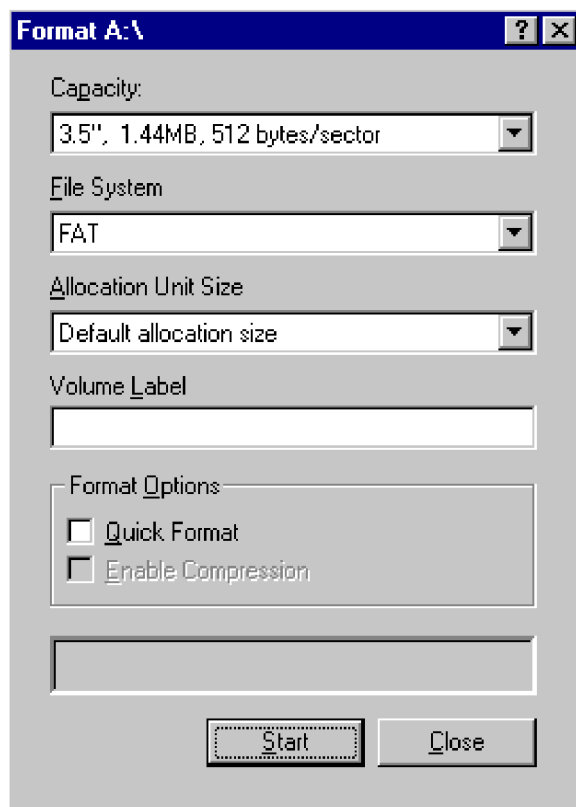


Figure 11. Format Floppy Diskette Window

5.2.3.4 Displaying Hard Disk Availability

To check hard disk availability, select the hard disk by clicking on the appropriate drive symbol from the symbols located in the Windows NT Explorer. Then click on the right mouse button and select the `Properties` option to open the Properties window (Figure 12). The disk's total capacity is shown in the `Capacity` field, the total amount of disk space used is shown in the `Used space` field, and the total amount of free disk space is shown in the `Free space` field.

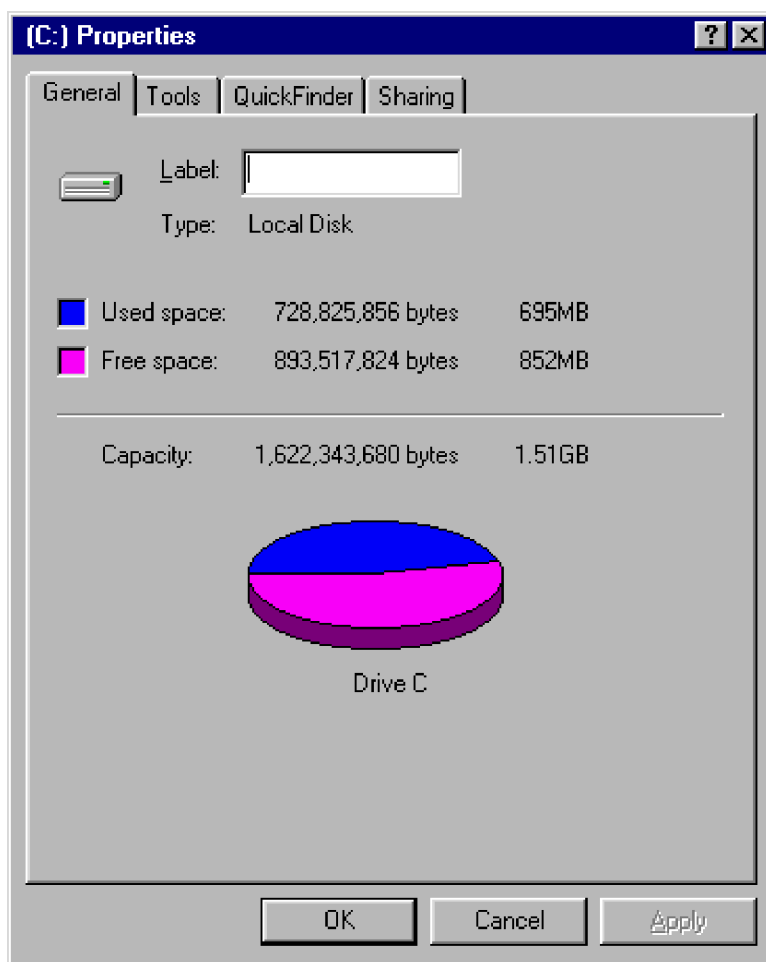


Figure 12. Properties Window

5.2.3.5 Connecting to a Network Drive

To connect to a network drive, select the `Map Network Drive` option from the `Tools` pull-down menu in the `Exploring` window. The `Map Network Drive` window appears (Figure 13). A list of network computers appears in the `Shared Directories` panel of the `Map Network Drive` window after a short delay. Double-click on the desired network computer to list the available file systems. The local drive specifier can be changed from the default (next available) drive by clicking on the toggle in the `Drive` field and selecting a new drive specifier. Click on the desired file system to select it and then click on the `OK` button to connect to that drive.

The newly connected drive can then be accessed by its appropriate drive specifier.

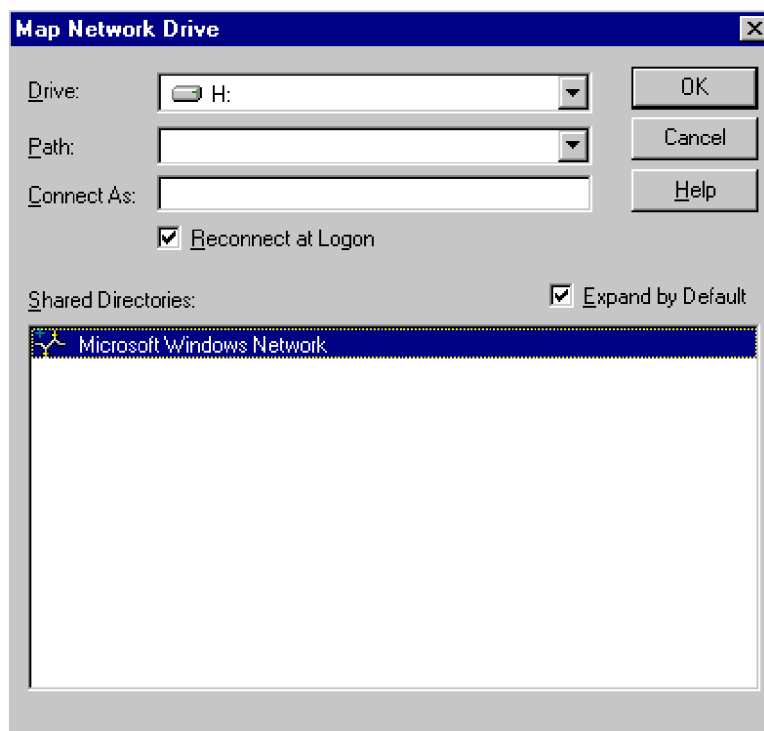


Figure 13. Map Network Drive Window

5.2.3.6 Sharing File Directories

To give other users on the network access to a folder or a drive, click on that folder or drive in the Exploring window to select it. Click on Properties on the File menu. The Properties window for the folder appears. Click on the Sharing tab, and then click on the Shared As option (Figure 14). A comment may be added about the shared folder in the Comment field. If you want to limit the number of users, you can set the limit in the User Limit panel. Access to the shared folder may be controlled by using the Permissions button in the Properties window. Click on the OK button in the Properties window to accept the settings and to share the drive.

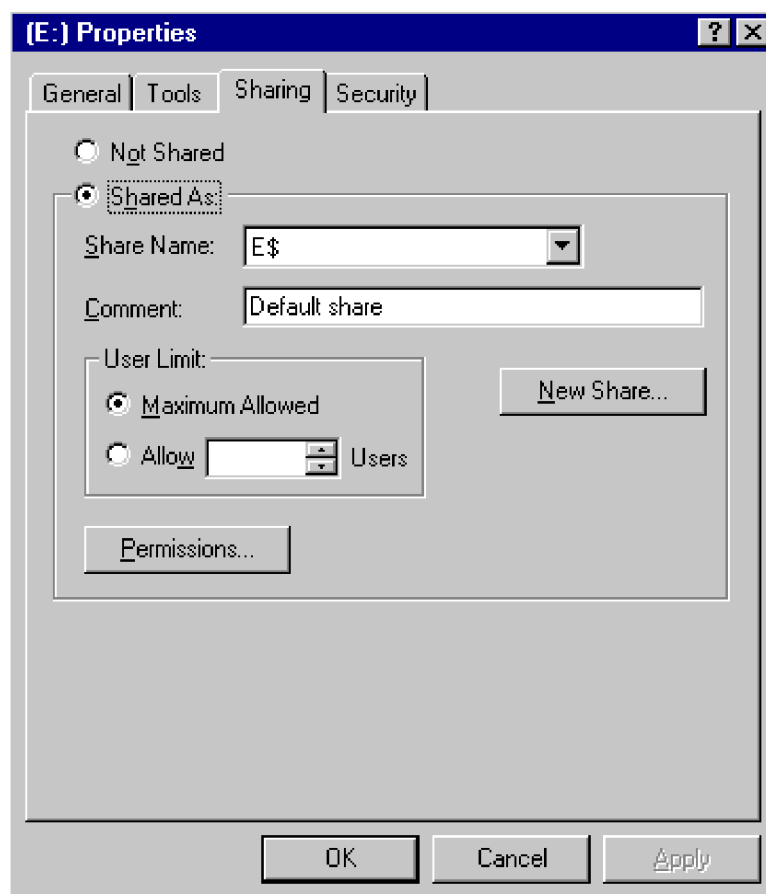


Figure 14. Share File Directories Window

5.3 Segment Installation Capability

The DII Installer provides the DII COE segment installation capability. Double-clicking on the DII Installer icon opens the COEInstaller window (Figure 15), which allows segment installation and deinstallation. The DII Installer icon can be run from the System Administration Account Group. To access the DII Installer, click on the Start button, point to Programs, point to the System Administration group, and double-click on the DII Installer icon. The COEInstaller window appears. A toolbar with corresponding menu options appears under the COEInstaller window drag bar. Within the main COEInstaller window are two separate windows, the Installed segments-target is X:\window and the Available segments-source is X:\window, where X is the name of the selected drive.

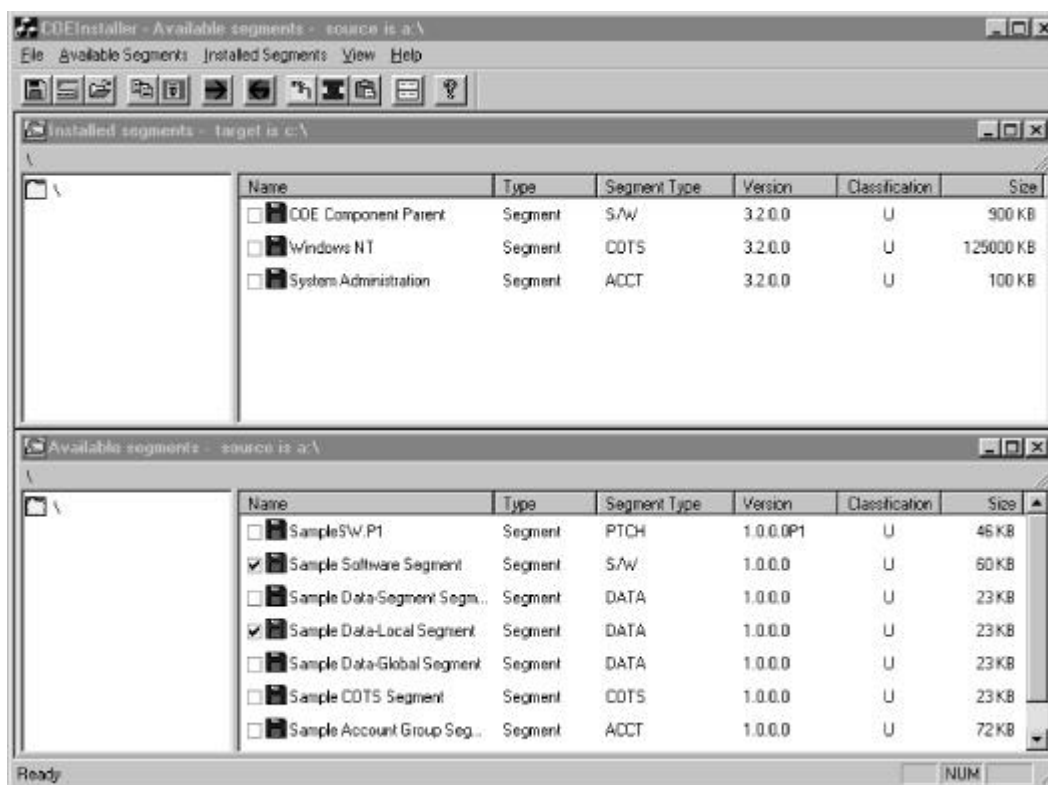



Figure 15. COEInstaller Window

5.3.1 Installing Segments

Follow the steps below to install one or more properly formatted DII COE segments. Refer to the *DII COE Integration and Runtime Specification* for more information about formatting segments.

- STEP 1: Open the COEInstaller window.** Click on the Start button, point to Programs, point to the System Administration group, and double-click on the DII Installer icon. The COEInstaller window appears (Figure 15).
- STEP 2: Load a diskette containing one or more segments.** Load a diskette containing one or more segments into the floppy drive.
- STEP 3: Select the installation source drive.** Click on the Source button  in the COEInstaller window toolbar or select the Select Source drive option from the File pull-down menu to select the installation source drive. The Drive Select window appears (Figure 16). The device selection defaults to a drive on the local machine. Use the arrow toggle to choose the drive in which you loaded the segment diskette and click on the OK button.

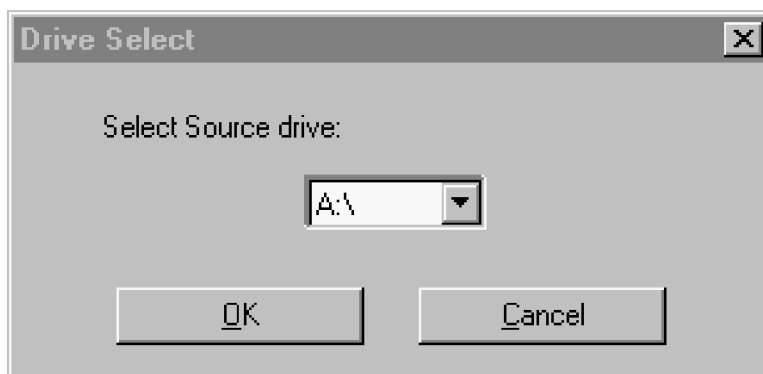



Figure 16. Drive Select Window (Source Drive)

STEP 4: Read the contents of the source drive. Click on the Read TOC button  or select the Read Table of Contents option from the File pull-down menu to read the contents of the diskette in the source drive. The media will be scanned for the segments or patch segments it contains, and then these segments will appear in the Available segments window (Figure 17) of the COEInstaller window.

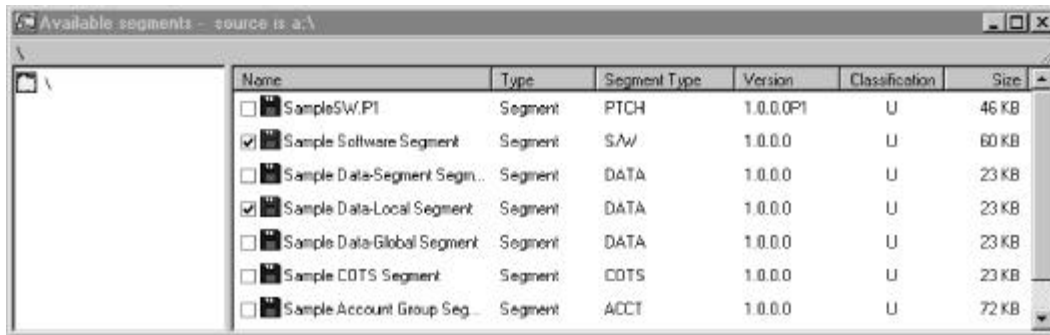



Figure 17. Available Segments Window

STEP 5: Display installation requirements. Click on the box to the left of a segment you want to install in the Name field of the Available segments window. Click on the Requires button  or select the Requires option from the Available Segments pull-down menu to display installation requirements for that particular segment. The Requires window appears (Figure 18), which lists any segments or patch segments that must be installed before installing the selected segment. After reading the information displayed, click on the Close button to return to the COEInstaller window (Figure 15). Repeat this process for any other segments you wish to install.

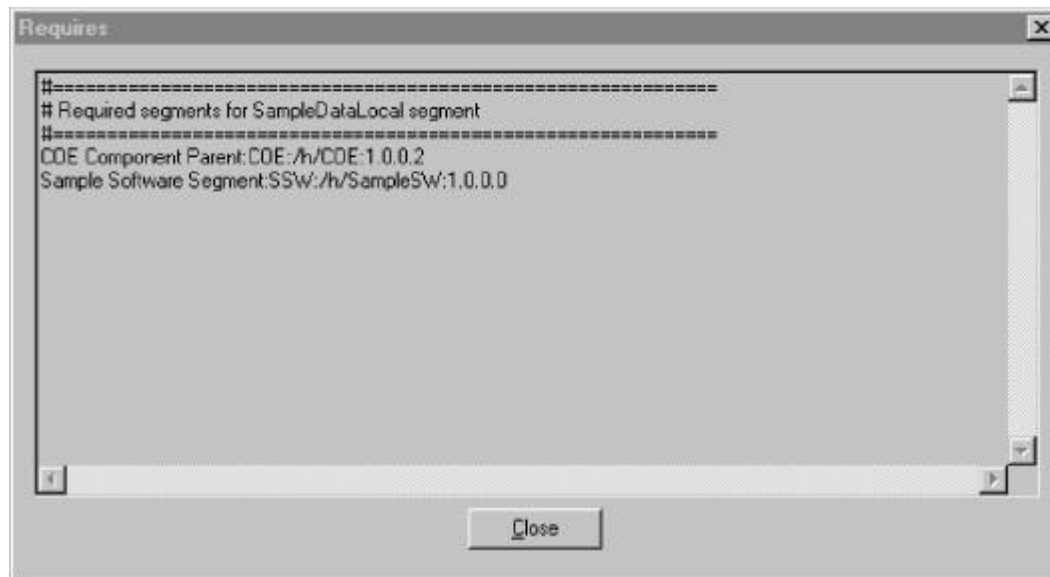



Figure 18. Requires Window

NOTE: You can only display the installation requirements for one segment at a time. If you click on more than one box to the left of the listed segment names, the `Requires` window will not appear.

STEP 6: Display installation conflicts. Click on the box to the left of a segment you want to install in the `Name` field of the `Available segments` window. Click on the `Conflicts` button  or select the `Conflicts` option from the `Available Segments` pull-down menu to display installation conflicts for that particular segment. The `Conflicts` window appears (Figure 19), which lists any segments or patch segments that conflict with the selected segment. After reading the information displayed, click on the `Close` button to return to the `COEInstaller` window (Figure 15). Repeat this process for any other segments you wish to install.

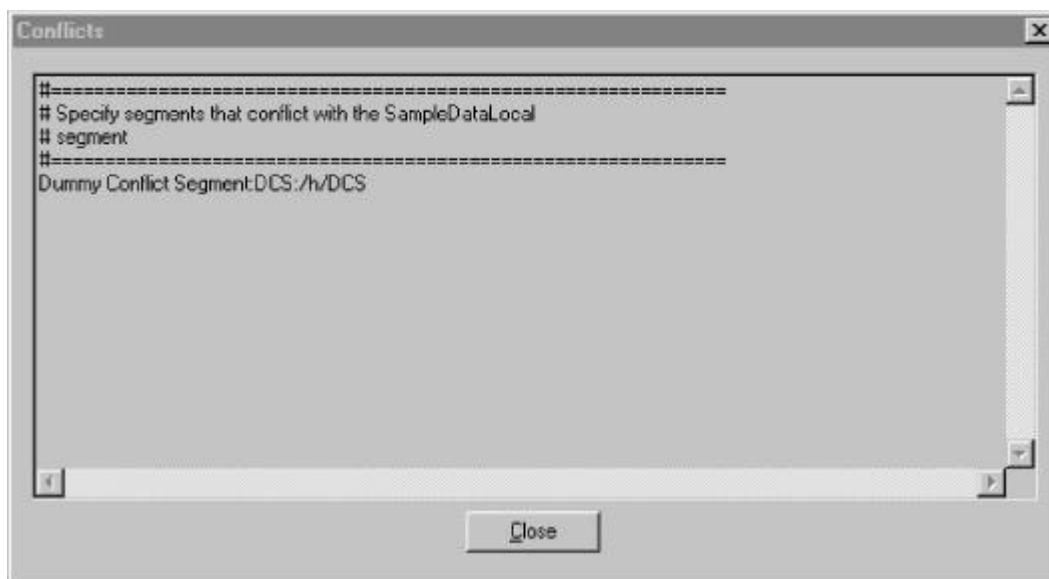



Figure 19. Conflicts Window

NOTE: You can only display conflicts for one segment at a time. If you click on more than one box to the left of the listed segment names, the `Conflicts` window will not appear.

STEP 7: Display release notes. Click on the box to the left of a segment you want to install in the Name field of the Available segments window (Figure 17). Click on the Release Notes button  or select the Release Notes option from the Available Segments pull-down menu to display release notes for the selected segment. The Release Notes window appears (Figure 20). After reading the information in the window, click on the Close button to return to the COEInstaller window (Figure 15). Repeat this process for any other segments you wish to install.

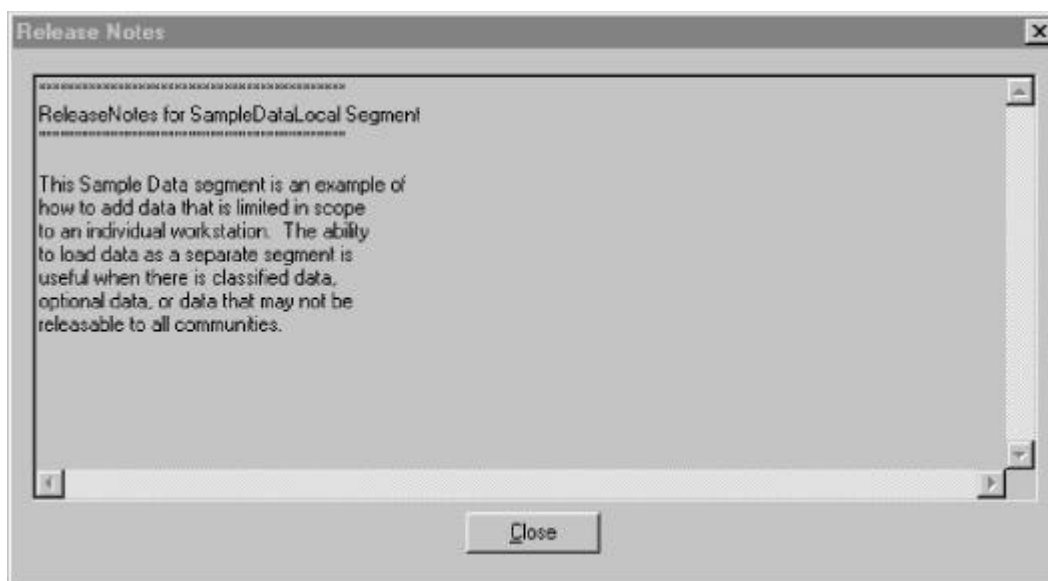



Figure 20. Release Notes Window

NOTE: You can only display the release notes for one segment at a time. If you click on more than one box to the left of the listed segment names, the Release Notes window will not appear.

STEP 8: Select the target device. Click on the Target button  or select the Select Target drive option from the File pull-down menu to select the target device. The Drive Select window appears (Figure 21). Only non-removable drives are available for installation. Use the arrow toggle to select the desired drive and click on the OK button.

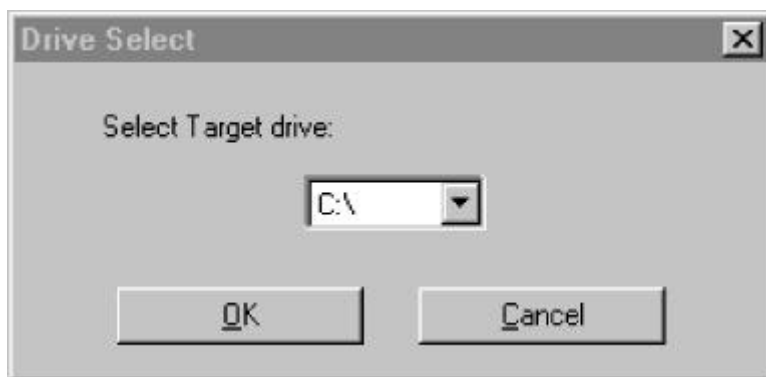



Figure 21. Drive Select Window (Target Drive)

STEP 9: Install the selected segments. Make sure that the boxes to the left of the segments you want to install are selected in the Name field of the Available segments panel. Click on the green Install button  or select the Install option from the File pull-down menu to begin the installation process for the segments.

Once the segments are installed, a window appears indicating the program group in which the segments have been placed. Figure 22 shows a sample program group window. The newly installed segments also appear in the `Installed segments` window of the `COEInstaller` window (Figure 15). Once installed, segments appear with an `x` next to their names in the `Available segments` window of the `COEInstaller` window.

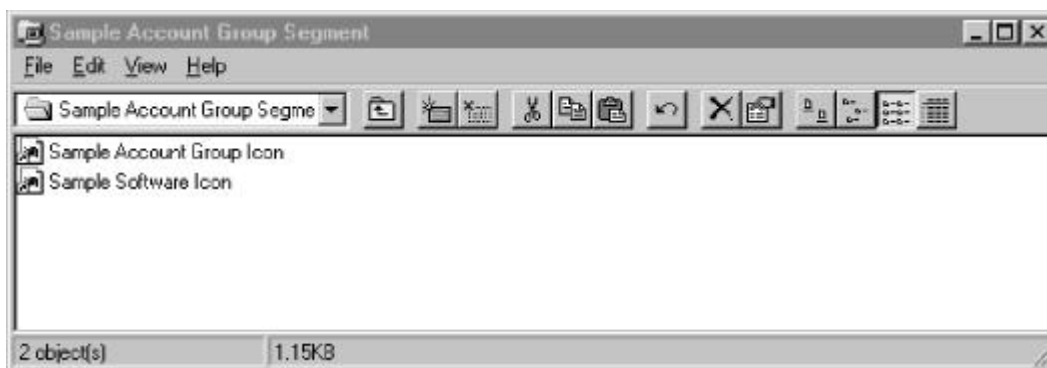


Figure 22. Sample Program Group Window

NOTE: If you did not add the required segments or remove the conflicting segments displayed in STEPS 5 and 6, the following message appears:

Please see Installation Log. Unable to Install segment <segment name>

Click on the `OK` button. Click on the `Installation Log` button or select the `Installation Log` option from the `File` pull-down menu to display an explanation for the installation failure. Add required segments or remove conflicting segments, as necessary, before attempting to install the segments again.

NOTE: The system automatically reserves a space capacity of 80 percent for disk usage on each available hard disk to allow for segment growth. While trying to install a segment, you may receive the following message:

The currently selected target disk does not have enough free space to contain the segment being installed. Please select another target disk.

Click on the **OK** button. Another window appears with the following message:

Please select a new target disk

If you want to change your target disk, select a different disk and click on the **OK** button. If you want to override the disk space limit, click on the **Cancel** button. The following message appears:

Do you really want to cancel this installation process?

Click on the **OK** button. The following message appears:

Please see Installation Log. Unable to Install segment Remote Segment Installer.



Click on the **OK** button. Click on the **Disk override** button  or select the **Disk Override** option from the **File** pull-down menu to override this space restriction. The **Disk Space Override** window appears (Figure 23), which allows you to modify the reserved disk space for a particular installation. If you wish to override the space limits, select one of the valid space limits using the arrow toggle and click on the **OK** button. For example, Figure 23 shows the override disk space limit as 80 percent.



Figure 23. Disk Space Override Window

STEP 10: Display the installation log. Click on the Installation log button  or select the Installation Log option from the Available Segments pull-down menu to display the Installation Log window (Figure 24), which shows a log of the installation process. You may need to scroll to see all the information. After reading the contents of the Installation Log window, click on the Close button to return to the COEInstaller window (Figure 15).

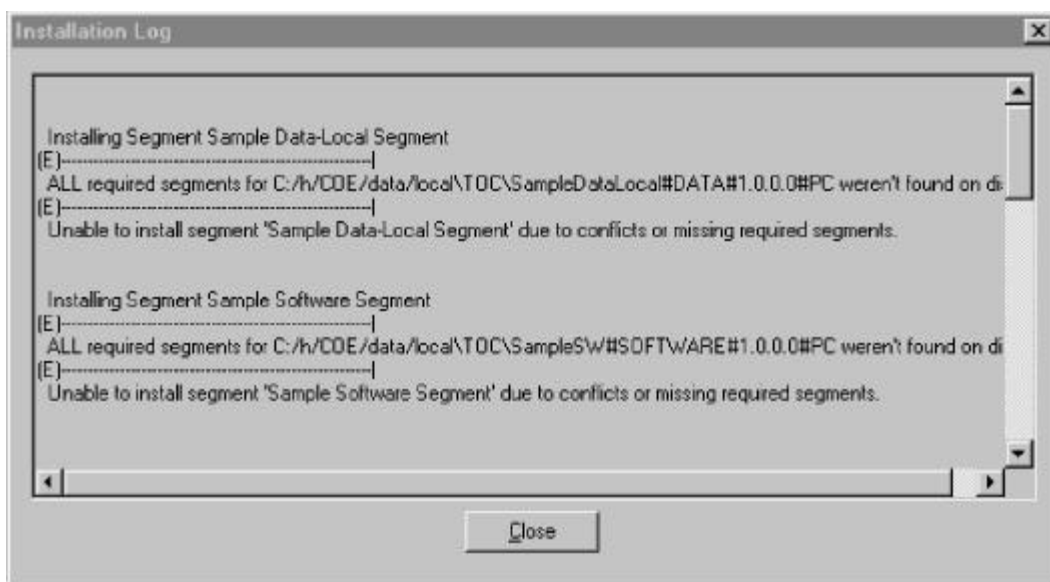


Figure 24. Installation Log Window

STEP 11: Exit the COEInstaller window. Select the Exit option from the File pull-down menu to end the installation of segments and exit the COEInstaller window. A COEInstaller dialog box appears with the following prompt:


Are you sure you wish to exit the DII COE Installer?

Click on the Yes button to exit the COEInstaller window, or click on the No button to return to the COEInstaller window.

5.3.2 Uninstalling Segments

Follow the steps below to uninstall segments and remove them from the Installed segments window of the COEInstaller window.

STEP 1: Select one or more segments that you want to uninstall. Click on the boxes to the left of the segments you want to uninstall in the Name field of the Installed segments panel.

STEP 2: Uninstall the segments. Click on the red Uninstall Segment button  or select the Uninstall option from the Installed Segments pull-down menu to begin uninstalling the segments. The following message appears for each segment you want to uninstall:

Are you sure you wish to Deinstall segment <segment name>?

Click on the Yes button in response to each message. The segments no longer appear in the Installed segments window of the COEInstaller window.

STEP 3: Exit the COEInstaller window. Select the Exit option from the File pull-down menu to end the uninstalling of segments and exit the COEInstaller window. A COEInstaller dialog box appears with the following prompt:

Are you sure you wish to exit the DII COE Installer?

Click on the Yes button to exit the COEInstaller window, or click on the No button to return to the COEInstaller window.

5.4 Network Capabilities

Windows NT network capabilities are provided through a variety of tools. Network capabilities include changing the computer name, changing the date and time, and editing hosts. These capabilities are described in the following subsections.

5.4.1 Changing the Computer Name

To change the computer name, click on the **Start** button on the taskbar, point to **Settings**, and click on **Control Panel**. The **Control Panel** window appears. Double-click on the **Network** icon to open the **Network** window. The **Identification** tab, which shows the current computer name settings, should be selected by default. Click on the **Change** button to open the **Identification Changes** window (Figure 25). Type a new name in the **Computer Name** field and click on the **OK** button to accept the changes.

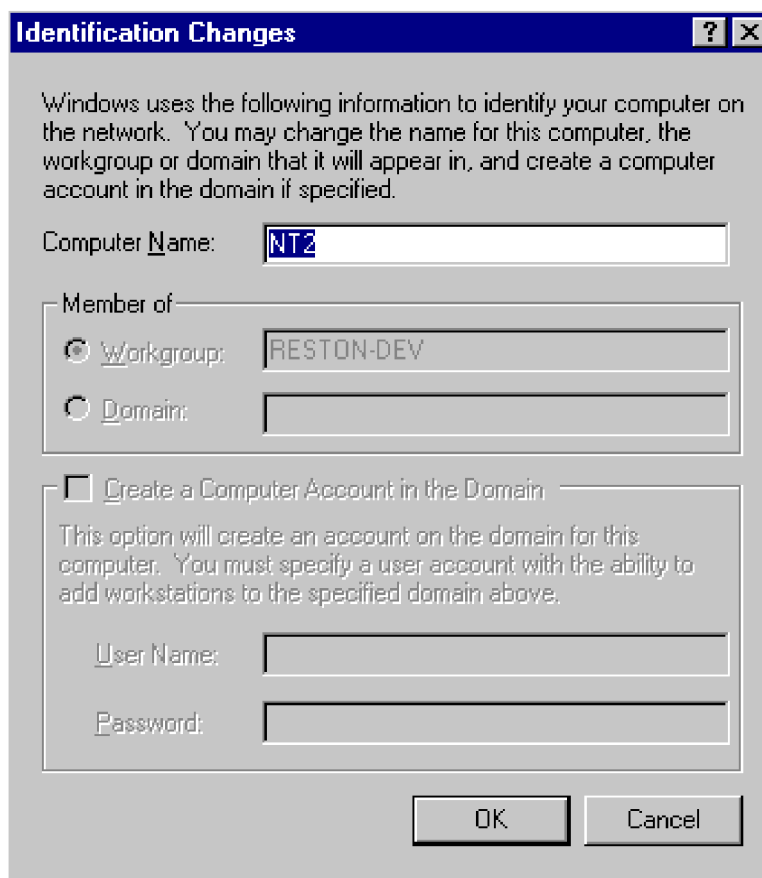


Figure 25. Identification Changes Window

5.4.2 Changing the Date and Time

The Date/Time option allows the user to edit the system date, time, and time zone. To change the system date and time, click on the Start button on the taskbar, point to Settings, and click on Control Panel. The Control Panel window appears. Click on the Date/Time icon to open the Date/Time Properties window (Figure 26). The Date & Time tab should be selected by default. Edit the date and time fields as required. To edit the time zone, click on the Time Zone tab. Select the appropriate time zone. Click on the OK button to accept any date, time, and time zone changes.

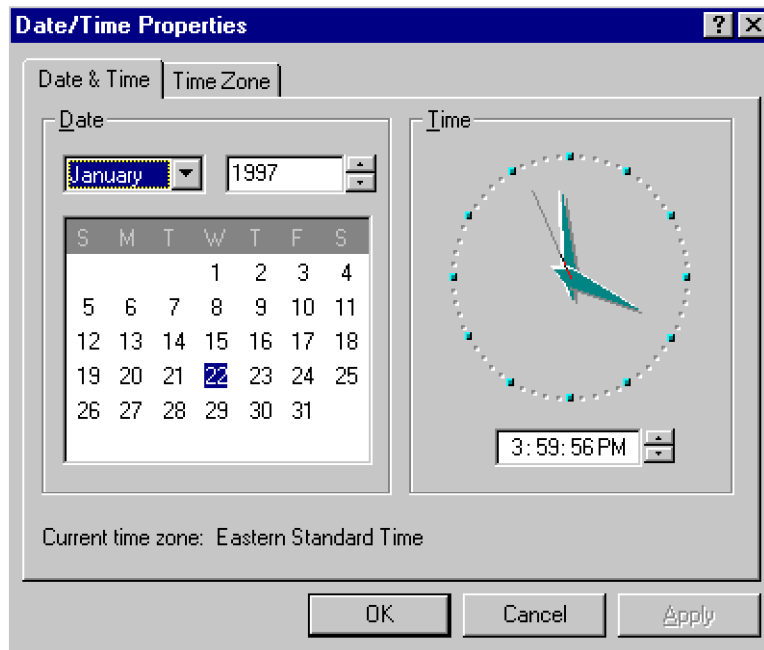


Figure 26. Date/Time Properties Window

5.4.3 Editing Hosts

Local hosts may be modified using any ASCII text editor. To invoke the Windows NT notepad editor, click on the Start button on the taskbar, point to Programs, point to Accessories, and then click on Notepad. The Untitled - Notepad window appears. Select the Open option from the File menu and type %SystemRoot%\SYSTEM32\DRIVERS\ETC\HOSTS in the File name field. Click on the Open button to open the Hosts - Notepad window. Edit hosts as required.

5.5 Account Management Capabilities

The `User Manager` option provides Windows NT account management capabilities. To select this option, click on the `Start` button on the taskbar, point to `Programs`, point to `Administrative Tools`, and then click on the `User Manager` icon. The `User Manager` window appears. This option allows you to add users, provide new names for users, change user passwords, and grant system rights.

5.5.1 User Management Capabilities

Windows NT user management capabilities include creating a new user, renaming a user, deleting a user, and changing user properties. These capabilities are described in the subsections that follow.

5.5.1.1 Creating a New User

To create a new user, select the **New User** option from the **User** pull-down menu. The **New User** window appears (Figure 27). Enter the appropriate information in the **Username**, **Full Name**, **Description**, **Password**, and **Confirm Password** fields. Selecting the **Groups** button allows the new user to be assigned as a member of a current group. Selecting the **Profile** button allows the user to define a login script name and a home directory. Selecting the **Dialin** button allows the user to define settings for dial-in capabilities. Refer to the *Microsoft Windows NT Workstation System Guide* for more information on groups and profiles. Click on the **OK** button to accept any changes.

New User

Username: jdoe

Full Name: John Doe

Description: John Doe - System Administrator

Password: xxxxxx

Confirm Password: xxxxxx

☒ User Must Change Password at Next Logon

☐ User Cannot Change Password

☐ Password Never Expires

☐ Account Disabled

Groups **Profile** **Dialin**

OK **Cancel** **Help**

Figure 27. New User Window

5.5.1.2 Renaming a User

To rename a user, highlight a user from the **User Manager** window and select the **Rename** option from the **User** pull-down menu. The **Rename** window appears (Figure 28). Enter the new user name in the **Change To** field. Click on the **OK** button to accept the change.

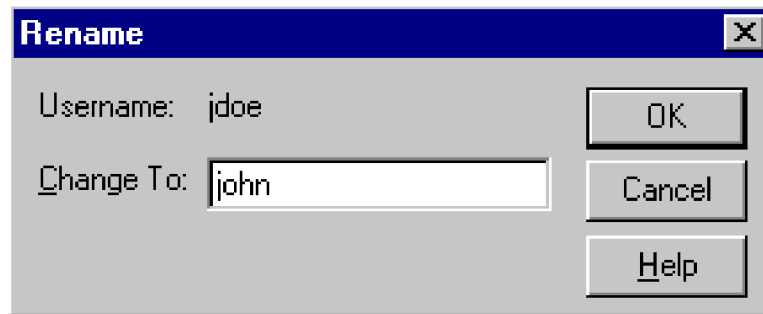


Figure 28. Rename Window

5.5.1.3 Deleting a User

To delete a user, highlight a user from the **User Manager** window and then select **Delete** from the **User** pull-down menu (Figure 29). Click on the **OK** button to confirm the deletion when prompted.

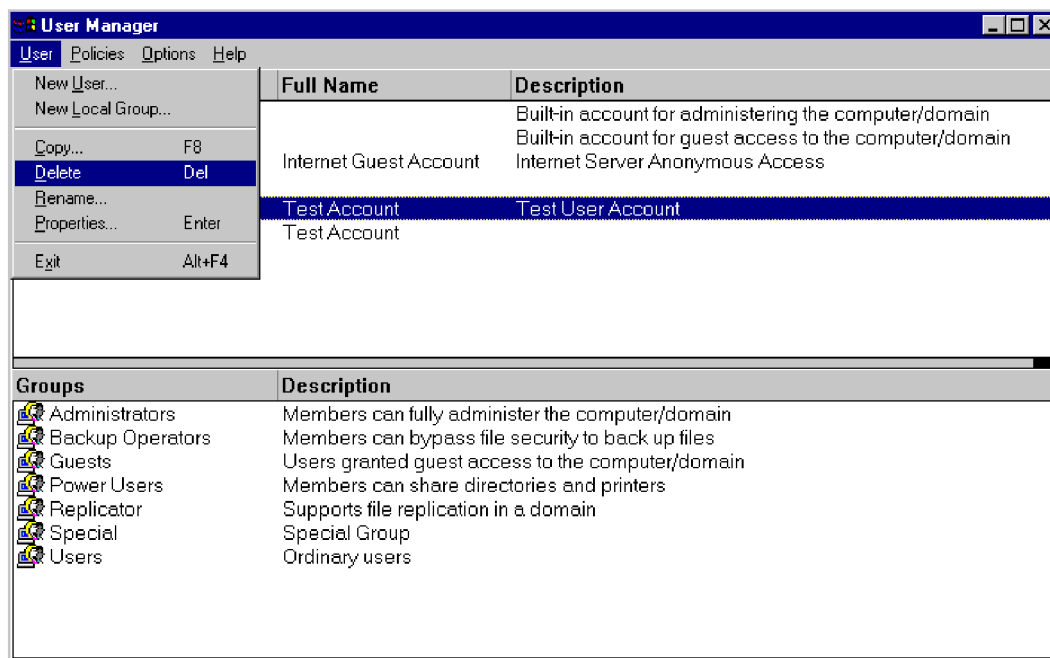


Figure 29. Delete User Window

5.5.1.4 Changing User Properties

To change the password, password properties, user name, description, group membership, location of a user's login profile for the currently selected user, and dial-in settings, select the **Properties** option from the **User** pull-down menu. The **User Properties** window appears (Figure 30). Selecting the **Groups** button allows the user to be assigned as a member of a current group. Selecting the **Profile** button allows the user to define a login script name and a home directory. Selecting the **Dialin** button allows the user to define settings for dial-in capabilities. Refer to the *Microsoft Windows NT Workstation System Guide* for more information on groups and profiles. Click on the **OK** button to accept the changes.

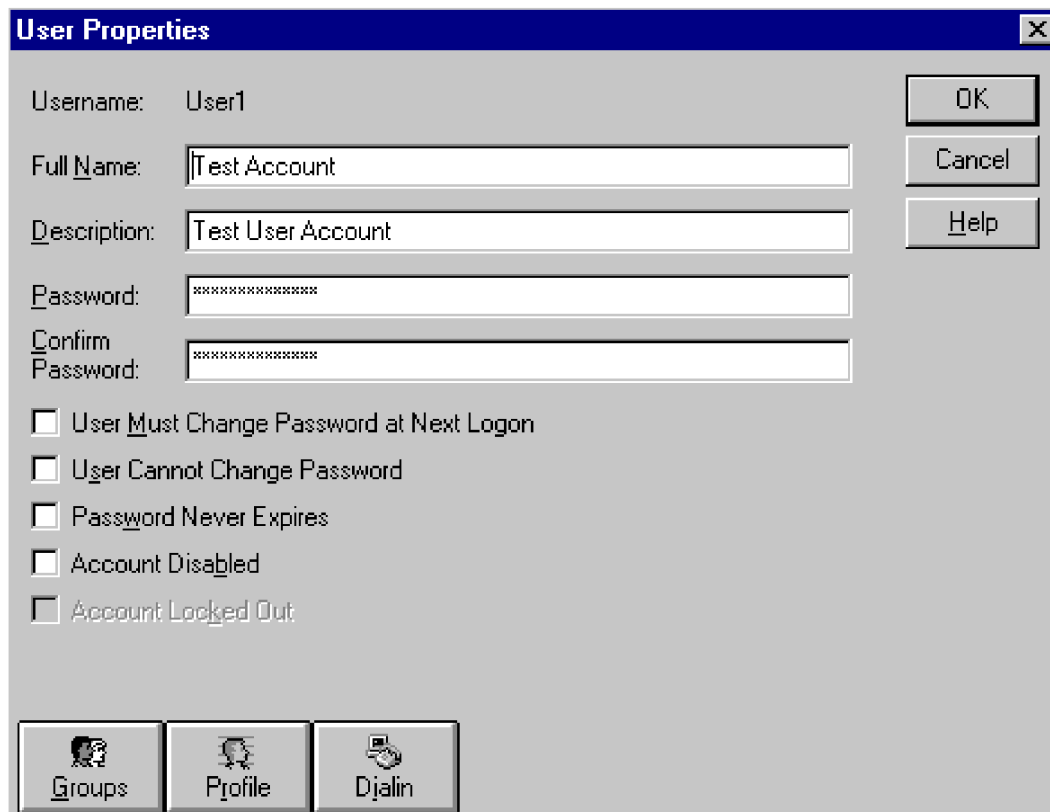


Figure 30. User Properties Window

5.5.2 Policy Management Capabilities

Windows NT policy management capabilities include changing account policies, granting user rights to system functions, and auditing system events. These capabilities are described in the subsections below.

5.5.2.1 Setting Policies

To change account policies, such as time for password to expire, minimum password length, and lockout after several incorrect log on attempts, select the **Account** option from the **Policies** pull-down menu. The **Account Policy** window appears (Figure 31).

Account Policy

Computer: NT2

Password Restrictions

Maximum Password Age

☒ Password Never Expires

☐ Expires In Days

Minimum Password Age

☒ Allow Changes Immediately

☐ Allow Changes In Days

Minimum Password Length

☒ Permit Blank Password

☐ At Least Characters

Password Uniqueness

☒ Do Not Keep Password History

☐ Remember Passwords

☒ No account lockout

☐ Account lockout

Lockout after bad logon attempts

Reset count after minutes

Lockout Duration

☐ Forever (until admin unlocks)

☐ Duration minutes

☐ Users must log on in order to change password

OK Cancel Help

Figure 31. Account Policy Window

5.5.2.2 Granting User Rights

To grant rights to various system functions, select the `User Rights` option from the `Policies` pull-down menu. The `User Rights Policy` window appears (Figure 32). Examples of rights include accessing the computer from the network, backing up files and directories, setting the system time and date, forcing system shutdown from a remote system, loading and unloading device drivers, logging on locally, managing auditing and security log, restoring files and directories, shutting down the system, and taking ownership of files or other objects.

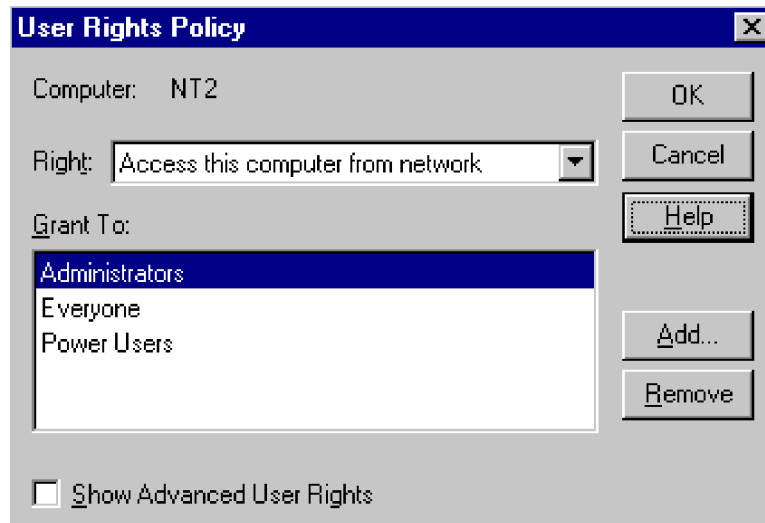


Figure 32. User Rights Policy Window

5.5.2.3 Auditing System Events

To control the logging of system events, such as logon, logoff, file access, and security policy changes, select the **Audit** option from the **Policies** pull-down menu. The **Audit Policy** window appears (Figure 33). Click on the **Audit These Events** toggle to edit the system events listed in the window. These events are written to the system event log.

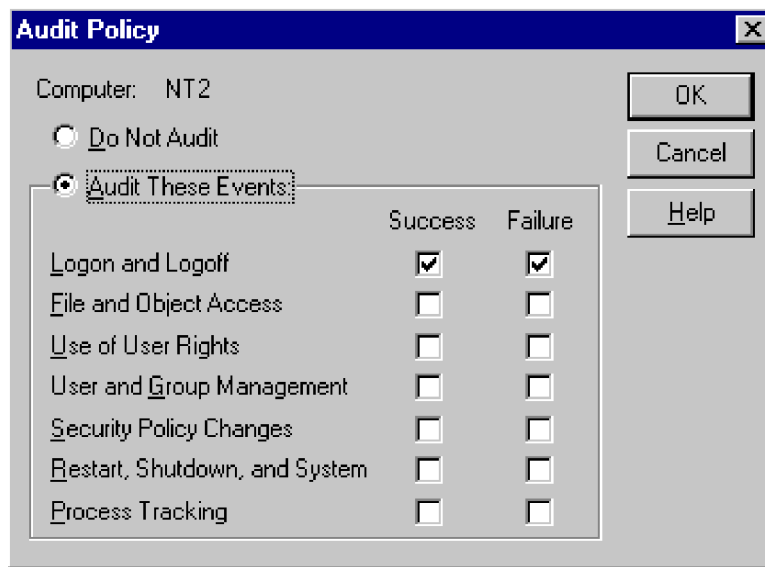


Figure 33. Audit Policy Window

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